

and Other Associated Markings” applicable to such page or group of pages.

(g) *Material for Training Purposes.* In using unclassified documents or material to simulate classified documents or material for training purposes, such documents or material shall be marked clearly to indicate the actual unclassified status of the information, for example, “(insert classification designation) for training; otherwise unclassified” or “UNCLASSIFIED SAMPLE.”

(h) *Miscellaneous Material.* Documents and material such as rejected copy, typewriter ribbons, carbons, and similar items developed in connection with the handling, processing, production, and of use classified information shall be handled in a manner that assures adequate protection of the classified information involved and destruction at the earliest practicable time (see § 159a.32). Unless a requirement exists to retain this material or documents for a specific purpose, there is no need to mark, stamp, or otherwise indicate that the information is classified.

(i) *Special Access Program Documents and Material.* Additional markings as prescribed in directives, regulations and instructions relating to an approved Special Access Program shall be applied to documents and material containing information subject to the special access program. Such additional markings shall not serve as the sole basis for continuing classification of the documents or material to which the markings have been applied. When appropriate, such markings shall be excised to ease timely declassification, downgrading, or removal of the information from special control procedures.

(j) *Secure Telecommunications and Information Handling Equipment.* Applicable classification or Controlled Cryptographic Item (CCI) markings shall be applied to secure telecommunications and information handling equipment or associated cryptographic components. Safeguarding and control procedures for classified and CCI equipment and for safeguarding COMSEC facilities are contained in DoD Instruction 5230.22^{12a}, National Communications Security Committee (NCSC) Policy Directive 6,

DoD Directive C-5200.5¹³, National Telecommunications and Information Systems Security Instruction 4001, and National COMSEC Instruction 4003, 4006, and 4008.

(k) *Associated Markings.* Other applicable associated markings required for documents by § 159a.31(d) shall be accomplished as prescribed in this section or in any other appropriate manner.

§ 159a.34 Classification authority, duration, and change in classification markings.

(a) *Declassification and Regrading Marking Procedures.* When classified information is downgraded or declassified in accordance with the assigned downgrading or declassification markings, such markings shall be a sufficient notation of the authority for such action. Whenever classified information is downgraded or declassified earlier than originally scheduled, or upgraded, the material shall be marked promptly and conspicuously to indicate the change, the authority for the action, the date of the action and the identity of the person taking the action. In addition, except for upgrading (see paragraph (d) of this section), prior classification markings shall be canceled, if practicable, but in any event those on the cover (if any) and first page shall be canceled, and the new classification markings, if any, shall be substituted.

(b) *Applying Derivative Declassification Dates.* (1) New material that derives its classification from information classified on or after August 1, 1982, shall be marked with the declassification date, event, or the notation “Originating Agency’s Determination Required” or “OADR” assigned to the source information.

(2) New material that derives its classification from information classified prior to August 1, 1982, shall be treated as follows:

(i) If the source material bears a declassification date or event, that date or event shall be carried forward to the new material;

¹³ Classified document. Not releasable to the public.

^{12a} See footnote 1 to § 159a.3.

(ii) If the source material bears no declassification date or event, or bears an indeterminate date or event such as "Upon Notification by Originator," "Cannot Be Determined," or "Impossible to Determine," or is marked for declassification review, the new material shall be marked with the notation "Originating Agency's Determination Required" or "OADR"; or

(iii) If the source material is foreign government information bearing no date or event for declassification or is marked for declassification review, the new material shall be marked with the notation "Originating Agency's Determination Required" or "OADR."

(3) New material that derives its classification from a classification guide issued prior to August 1, 1982, that has not been updated to conform with this Regulation shall be treated as follows:

(i) If the guide specifies a declassification date or event, that date or event shall be applied to the new material; or

(ii) If the guide specifies a declassification review date, the notation "Originating Agency's Determination Required" or "OADR" shall be applied to the new material.

(c) *Commonly Used Markings.* Each classified document is marked on its face with one or more of the following markings:

(1) *Original Classification.* The following markings are used in original classification § 159a.31(d)(1):

Classified by _____ (See Note 1)

Declassify on _____ (See Note 2)

Message Abbreviation:

DECL _____ (See Note 3)

(2) *Derivative Classification.* The following markings are used in derivative classification § 159a.31(d)(2):

Classified by _____ (See Note 4)

Declassify on _____ (See Note 5)

Message Abbreviation:

DECL _____ (See Note 3)

(3) *Downgrading.* The following marking is used to specify a downgrading § 159a.31(d)(1) and (2):

Downgrade to _____ on _____ (See Note 6)

Message Abbreviation:

DNG/_____/_____ (See Note 7)

NOTE 1: Insert identification (position title) of the original classification authority.

This line may be omitted if the original classification authority is also the signer or approver of the document.

NOTE 2: Insert the specific date, an event certain to occur, or the notation "Originating Agency's Determination Required" or "OADR."

NOTE 3: Insert day, month, and year for declassification, for example, "6 Jun 90," an event certain to occur, or "OADR."

NOTE 4: Insert identity of the single security classification guide, source document, or other authority for the classification. If more than one such source is applicable, insert the phrase "Multiple Sources."

NOTE 5: Insert the specific date or event for declassification or the notation "Originating Agency's Determination Required" or "OADR." When multiple sources are used, either the most remote date or event for declassification marked on the sources or, if present on any source, the notation "Originating Agency's Determination Required" or "OADR" is applied to the new document.

NOTE 6: Insert Secret or Confidential and specific date or event, for example, "Downgrade to *CONFIDENTIAL* on 6 July 1988."

NOTE 7: Insert "S" or "C" to indicate the downgraded classification and specific date or event, for example, "DNG/C/6 Jun 87."

(4) There is no requirement for adding declassification instructions on documents with Restricted Data or Formerly Restricted Data markings (see § 159a.31(b)(3) and § 159a.35 (a) and (b)). Except for electronically transmitted messages, only a completed "Classified by" line is added to documents so marked.

(5) Electronically transmitted messages do not require a "classified by" line (See § 159a.32(h)(3)).

(6) DoD 5200.1-PH provides additional marking guidance.

(d) *Upgrading.* When material is upgraded it shall be promptly and conspicuously marked as prescribed in paragraph (a) of this section except that in all such cases the old classification markings shall be canceled and new markings substituted.

(e) *Limited Use of Posted Notice for Large Quantities of Material.* (1) When the volume of material is such that prompt remarking of each classified item cannot be accomplished without unduly interfering with operations, the custodian may attach downgrading and declassification notices to the storage unit instead of the remarking required by paragraph (a) of this section. Each notice shall specify the authority for

the downgrading or declassification action, the date of the action, and the storage unit to which it applies.

(2) When individual documents or materials are permanently withdrawn from storage units, they shall be remarked promptly as prescribed by paragraph (a) of this section. However, when documents or materials subject to a downgrading or declassification notice are withdrawn from one storage unit solely for transfer to another, or a storage unit containing such documents or materials is transferred from one place to another, the transfer may be made without remarking if the notice is attached to or remains with each shipment.

§ 159a.35 Additional warning notices.

(a) *General Provisions.* (1) In addition to the marking requirements prescribed in § 159a.31(d), the warning notices prescribed in this section shall be displayed prominently on classified documents or materials, when applicable. In the case of documents, these warning notices shall be marked conspicuously on the outside of the front cover, or on the first page if there is no front cover. Transmittal documents, including those that are unclassified (§ 159a.35(g)), also shall bear these additional warning notices, when applicable. In addition, abbreviated forms of the notices set forth in § 159a.35(a), (b), and (c) shall be included in portion markings, as applicable. Further, the warning notice in paragraph (d) of this section, in its short form, shall be included at least once on interior pages, as applicable.

(2) When display of warning notices on other materials is not possible, their applicability to the information shall be included in the written notification of the assigned classification.

(b) *Restricted Data.* Classified documents or material containing Restricted Data as defined in the Atomic Energy Act of 1954, as amended shall be marked as follows:

RESTRICTED DATA

This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

(c) *Formerly Restricted Data.* Classified documents or material containing Formerly Restricted Data, as defined in section 142.d, Atomic Energy Act of 1954, as amended, but no Restricted Data, shall be marked as follows:

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954.

(d) *Intelligence Sources or Methods Information.* (1) Documents that contain information relating to intelligence sources or methods shall include the following marking unless otherwise proscribed by DoD Instruction 5230.22:

WARNING NOTICE—INTELLIGENCE SOURCES OR METHODS INVOLVED

(2) Existing stamps or preprinted labels containing the caveat "Warning Notice—Intelligence Sources and Methods Involved" may be used on documents created on or after the effective date of this part until replacement is required. Any replacement or additional stamps or labels purchased after the effective date of this part shall conform to the wording of paragraph (d)(1) of this section.

(e) *COMSEC Material.* Before release to contractors, COMSEC documents will indicate on the title page, or first page if no title page exists, the following notation:

COMSEC Material—Access by Contractor Personnel Restricted to U.S. Citizens Holding Final Government Clearance.

This notation shall be placed on COMSEC documents or material when originated and when release to contractors can be anticipated. Other COMSEC documents or material shall be marked in accordance with National COMSEC Instruction (NACSI) 4003. Foreign dissemination of COMSEC information is governed by NCSC Policy Directive 6.

(f) *Dissemination and Reproduction Notice.* Classified information that the DoD originator has determined to be subject to special dissemination or reproduction limitations as outlined in § 159a.54(1) shall include, as applicable, a statement or statements on its cover sheet, first page, or in the text, substantially as follows: